



Building Application Checklist for Residential Building Permit

This checklist must be completed and attached to the building permit application.

Each of the following are required for a building permit:

❖ **Forms and Documents**

- _____ Complete signed application form
- _____ One (1) copy of the most recently recorded plat with the courthouse stamp showing the date the plat was recorded

❖ **Mark each applicable item below to indicate that the information is provided with the Application for Building Permit. If an item does not apply, not with the “n/a” symbol.**

- _____ Payment for required Plan Review Fee
- _____ Two (2) identical sets of plans drawn to scale (1/4” = 1 foot) with sufficient clarity
- _____ Plans are stamped “For Construction”
- _____ Drawings have been signed and sealed by a licensed architect or engineer if required (Architect or Engineer must be legally registered under the law of this state)

❖ **Each set of plans includes:**

- _____ Plot Plan
- _____ Foundation Plan
- _____ Floor Plan
- _____ Electrical Plan
- _____ Plumbing Plan (with fixture schedule)
- _____ Cross-section views
- _____ Elevation Views
- _____ Wall Section View from foundation to roof

Name of Applicant

Signature